

CITY OF REEDLEY

SENIOR CITIZENS COORDINATOR

DEFINITION

Under general direction, to plan, organize, and direct a wide variety of recreational, cultural, informational, community service programs and activities to enhance the lives of senior citizens, focusing on the physical, social, economic, psychological, educational, recreational, and creative needs of the aging; and to provide staff support to the Community Services Director.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Recruit, train, supervise, schedule, coordinate, and evaluate volunteers in the following activities: tax assistance, home services, gleaners, government-provided surplus commodities, monthly newsletter, exercise classes, recreation programs, senior trips, Hot Meals, R.S.V.P. (branch of Fresno based office), blood pressure clinics, Heartbeat program, flu, eye, ear, teeth, and foot clinics, literacy tutors, potluck luncheon, renters rebate, homeowners and renters assistance, and special events; personally assist seniors with above activities.

Publicize seniors' programs through the use of various available media including a monthly senior newsletter, weekly calendar, news releases, cable TV announcements, PSA on local and county radio stations, flyers, posters, brochures, personal public contact, and presentations.

Attend meetings and workshops to enhance knowledge and keep abreast of changes involving the aging.

Provide assistance with the completion of financial forms such as income tax, senior discount programs, insurance assistance, renters rebate, homeowners and renters assistance, MediCal, Medicare, Social Security, and welfare.

Identify, locate, and provide information about existing services and benefits such as Older Americans Organization (OAO), Fresno-Madera Area Agency on Aging (FMAAA), Economic Opportunity Commission (EOC), low rent housing (HUD), Social Security, and others.

Provide clients with information about appropriate community services and make arrangements and appointments to link these persons to the services.

Collect information, sometimes through home visits, about clients who have multiple needs to determine the necessary supportive service to meet those needs and arrange for the client to receive the benefits of those services.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide aid in securing money or goods, such as food vouchers, payment of utility bills, Meals on Wheels, etc.

Organize art and recreational activities, providing for creative expression or socialization.

Plan and organize trips and programs.

Provide government agencies with necessary information, records, and reports.

Identify the needs and challenges of Reedley area senior citizens through surveys, direct communication, and other available data.

Provide outreach services to disabled seniors in their homes.

Work cooperatively with community agencies, groups, and individuals in the performance of job duties; serve on, and provide staff assistance for, various committees regarding senior services.

Represent Reedley Senior Citizens' Program at various meetings; coordinate public relations and community educational programs as related to senior citizen issues, activities, and concerns.

Prepare monthly reports and other period progress reports as required; monitor and evaluate programs to assess whether they are meeting stated goals and objectives.

Prepare written statistical, financial, and narrative reports.

Communicate with seniors and earn their confidence; receive their input and recommendations regarding program activities and services.

Oversee food distribution functions.

Work cooperatively with various groups and organizations; maintain effective relationships with the general public.

Prepare budget for Senior Citizens Division for presentation to Community Services Director.

Assume responsibility for preparation of FMAAA Grant, fiscal, and other administrative reports; prepare and maintain financial and accounting records of senior operations and program activities.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive senior citizen information program.

Procedures, methods, and techniques of recreation program development, administration, and promotion.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

First aid methods, practices, and safety precautions.

Principles and practices used in dealing with the public.

Principles and practices of data collection and report preparation.

Techniques used in public relations.

Principles of budget preparation and control.

Basic mathematical principles.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Plan, organize, and schedule specialized senior citizen activities and events.

Perform responsible and difficult recreation program coordination work involving the use of independent judgment and personal initiative.

Handle emergency situations and administer first aid when required.

Prepare and maintain accurate and complete records.

Interact effectively and sensitively with individuals and groups from diverse backgrounds.

Prepare and deliver effective oral presentations.

Work independently in the absence of supervision.

Prepare clear and concise reports.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Respond to requests and inquiries for information regarding recreation and facility use policies and procedures.

Independently compose correspondence and memoranda.

Analyze situations carefully and adopt effective courses of action.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of experience in organizing, coordinating, or scheduling senior citizen information and referral programs.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation administration or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, CPR and first aid certification.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, and lift 20 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for evening meetings and events scheduled during non-working hours.

Effective Date: December, 1997